

## ORDINANCE NO. 2014-20

### Amend Ordinance establishing approval authority and bill payment procedure

#### Executive Summary

These ordinance changes were reviewed and approved at the August 8, 2014, Finance Committee meeting. The majority of the changes deal with cleaning up the language because the Finance Department is no longer under the County Clerk's Office and now reports directly to the County Administrator. Another change is Section 2, L, which authorizes payment registers and vouchers to be submitted to boards and committees for approval.

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WHEREAS, the Administrative Services Operational Audit recommended review of the bill approval process, and

WHEREAS, after consideration, the Finance Committee recommends amendments to Ordinance No. 2008-12 as follows:

Section 1. The Finance Committee, the Human Services Board, and the Highway Committee ~~and the Countryside Board of Trustees~~ shall be authorized to approve vouchers in the amounts budgeted for the affected departments. The ~~County Clerk~~ Finance Department shall make payment upon approval by said committees or boards. Each of the named committees or boards may delegate authority to staff to approve particular types of payments by filing a list thereof with the ~~Clerk~~ Finance Department who is authorized to make payments of such items without further approval. Staff shall report all such authorized payments to the respective committee or board at its next meeting. [am. 2/16/10, Ord. 2009-26]

Section 2. Notwithstanding the foregoing, the ~~County Clerk~~ Finance Department is authorized to pay the following charges before committee approval:

- A. Court ordered payments. These may include, but are not limited to:
  - (1) Birth record requests
  - (2) Juror and witness payments
  - (3) Attorney billings
- B. Payments to vendors early to capture any early payment discounts
- C. Payments to vendors to avoid late and/or interest charges. These typically include, but are not limited to:
  - (1) Repetitive monthly lease payments
  - (2) Overnight delivery services
  - (3) Credit card issuers

limited to:

D. Fiduciary funds held in trust for others. These may include, but are not

- (1) Drainage Board
- (2) Monthly/quarterly/annual amounts due to the State of Wisconsin

E. Self-funded insurance payments to claim administrators

- (1) Workers compensation
- (2) Unemployment compensation
- (3) Health/dental claims

F. Billings from internet applications to avoid interruption in service

G. Payments contractually required for immediate payment. These are typically medical and construction contracts.

H. Postage meter replenishment

I. Utility billings

- (1) Telephone
- (2) Electric
- (3) Natural gas

J. Payroll deduction and payroll tax items

K. For items not listed above, the Finance Director, Assistant Finance Director or County Clerk ~~or Accounting Manager~~ may authorize payment based on the circumstances. In the event a question exists concerning the propriety of early payment, the issue shall be decided by the County Administrator.

L. The ~~County Clerk's office~~ Finance, Highway or Human Services Departments shall submit ~~a payment registers~~ or vouchers to each approving board or committee monthly, showing payments made under this policy.

Section 3. This ordinance shall be effective upon passage and publication as permitted by law.

NOW, THEREFORE, the County Board of Supervisors of Jefferson County does hereby ordain the above amendments to Ordinance No. 2008-12 as stated above.

Adopted by the Jefferson County Board of Supervisors this 9th day of September 2014.

ATTEST:

s/Barbara A. Frank  
Barbara A. Frank, County Clerk

s/Jim Schroeder  
Jim Schroeder, Chair

Published this 12th day of September 2014.

Ayes\_voice vote\_\_\_\_\_ Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_ Vacant\_\_\_\_\_

Requested by  
Finance Committee

09-09-14

Brian Lamers: 08-14-14  
J. Blair Ward: 08-27-14

APPROVED: Administrator: BW; Corp. Counsel: JBW; Finance Director: BL